

Setup required for Module and End of Year Questionnaires.

A quick guide to the setup required in SAINT to ensure Module and End of year Questionnaires operate successfully.

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The SAINT team welcomes feedback on its documentation. Please email any comments on the content of this document to saint@bradford.ac.uk

For other SAINT documentation please see:
<http://www.brad.ac.uk/admin/SAINT/traindocs.php>

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1. Background

This document will give you instructions as to how to setup Module and End of Year Evaluation Questionnaires in SAINT, to allow Academic staff to complete their own module evaluations using e:Vision.

The basic assumptions to consider are that for each module we teach there will be at least one Module Leader - Responsible for editing content of the module via Blackboard and preparing relevant Module Evaluation documentation. To support this, an end of Module Questionnaire can be launched at a date specified by the Module Leader via e:Vision, and any additional Module specific questions can be added too.

The Survey opening / closing date and any Survey reminder dates are stored in UDF's on the relevant MAV record. As this screen is write protected, the only amendments that can be made to the UDF's can be via an Academic member of staff using the Survey Manager software, via e:Vision.

Before an academic is able to launch any Module Questionnaires, their relevant 'School Administrator' needs to have defined any 'School specific' questions that will be displayed to all students within their School.

Once this has been defined, an Academic will be able to control / monitor their own surveys, choose to add additional module specific questions and choose an appropriate opening / closing date.

2. Setup required to launch module evaluation questionnaires

The current method of making a member of staff the Module Leader, is to amend their Exam Marker (MKR) record to ensure that their "Blackboard Role" is set to MOD_LEADER - Module Leader - Responsible for editing content. The feed to Blackboard for a MOD_LEADER is the same as if they were an INSTRUCTOR – which allows them 'Full access' to the module via Blackboard. See Figure 2a:

| PRS Code | Year | Sequence | Period | Module | Occurrence | MAB Sequence | Blackboard Role | Paper Code | Division | Section Code | Description | Available for marking? |
|------------|--------|----------|--------|----------|------------|--------------|-----------------|------------|----------|--------------|------------------|------------------------|
| [REDACTED] | 2010/1 | 000037 | SEM1 | EM-0266L | A | | MOD_LEADER | | | | Mr D. [REDACTED] | Yes (Y) |

Figure 2a – MKR screen to allow access to Module Evaluation Surveys

For Module Questionnaires – the current position is that only the Module Leader and the relevant Head of Department can see the results via e:Vision. To allow the Head of Department access to the view the results of the Module Surveys, they need to be added into the MKR screen as HOD – “Head of Dept - View MOD Questionnaire Results”. This will allow them access to see all the modules that are in their Department. See Figure 2b:

| 1 of 1 Assessment Marker records | |
|----------------------------------|---|
| PRS Code | [redacted] [redacted] MJ MR |
| Year | 2010/1 2010/11 ACADEMIC YEAR |
| Sequence | 000025 |
| Period | SEM1 Semester 1 |
| Module | CM-0116D Software Development (Part 1) |
| Occurrence | A |
| MAB Sequence | |
| Blackboard Role | HOD Head of Dept - View MOD Questionnaire Results |
| Paper Code | |
| Division | |
| Section Code | |
| Description | MR [redacted] |
| Available for marking? | <input type="checkbox"/> |

Figure 2b – MKR screen to allow access for HOD

3. Enter up to two School specific ‘questions’

Associate Deans Learning and Teaching set up to two School specific ‘questions’ and School administrative staff enter these on the School template using e:Vision. The nominated staff will need to be informed to the SAINT Team, so that the relevant background data in SAINT can be setup.

When the nominated member of staff logs into e:Vision they will see the additional links within their Student Questionnaire Manager container. See Figure 3a:

Questionnaire Manager

| Student Questionnaire Manager |
|---|
| [School Administrator] Define up to 2 additional questions common to all of your School's Module Questionnaires |
| Module Questionnaires |
| [School Administrator] Define questions for my School End of Year Questionnaires |
| End of Year Questionnaires |

Figure 3a – School Administrator links visible

When the link entitled '[School Administrator] Define up to 2 additional questions common to all of your School's Module Questionnaires' is clicked the School Administrator can choose to add up to two School specific questions; however, if your School chooses not to add any additional questions, this is fine, provided that the task has been completed. See Figure 3b:


School module questionnaire template for School of Life Sciences

Click on the "Define additional module questions and dates" button to define up to 2 additional questions for your module.

This survey gives you the opportunity to express anonymously your experience in [Module]. **Your feedback is very important to us** as, along with other information, it will be used to help review and improve the module.
All radio button questions are mandatory.

Module Questionnaire

| 5: Definitely agree | 4: Mostly agree | 3: Neither agree nor disagree | 2: Mostly disagree | 1: Definitely disagree | N/A: Not Applicable |
|--|-----------------------|-------------------------------|-----------------------|------------------------|-----------------------|
| | | | | | |
| | 5 | 4 | 3 | 2 | 1 N/A |
| The learning objectives and marking criteria of this module were made clear to me. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| The module was well organised and ran smoothly. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I found the class sessions or learning activities intellectually stimulating. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| The lecturer/tutor was responsive to my needs. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Academic support facilities (e.g. library, IT, audio/visual) were adequate. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| The module helped me to understand sustainability issues relevant to the subject. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Overall, this module was worthwhile to me. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |



Define additional school questions Exit

Figure 3b – questionnaire before additional School questions entered

When the 'Define additional school questions' button is clicked the following screen appears. See Figure 3c:

Additional Questions

| Edit questions for School of Life Sciences | |
|--|----------------------|
| This table contains additional questions. | |
| Now showing records 1 x 2 of 2 | |
| In Use? | Question text |
| <input type="checkbox"/> | <input type="text"/> |
| <input type="checkbox"/> | <input type="text"/> |
| <input type="button" value="Next"/> | |

Figure 3c – Allows user to edit additional School specific module questions

Two additional School specific module questions may be entered if you choose; ensure you tick the “In Use?” tick box before clicking the ‘Next’ button. You can skip adding any additional module School specific questions by just clicking ‘Next’ and leaving the above boxes blank. See Figure 3d:

Additional Questions

| Edit questions for School of Life Sciences | |
|--|--|
| This table contains additional questions. | |
| Now showing records 1 x 2 of 2 | |
| In Use? | Question text |
| <input checked="" type="checkbox"/> | <input type="text" value="Arrangements for Staff student liaison were effective"/> |
| <input checked="" type="checkbox"/> | <input type="text" value="The online materials stimulated my interest to learn"/> |
| <input type="button" value="Next"/> | |

Figure 3d – enter up to 2 additional School specific module questions

If for example the above additional School specific module questions above were entered, then they would then be displayed to the School Administrator. See Figure 3e:

School module questionnaire template for School of Life Sciences

Click on the "Define additional module questions and dates" button to define up to 2 additional questions for your module.

This survey gives you the opportunity to express anonymously your experience in [Module]. **Your feedback is very important to us** as, along with other information, it will be used to help review and improve the module.
All radio button questions are mandatory.

Module Questionnaire

| 5: Definitely agree | 4: Mostly agree | 3: Neither agree nor disagree | 2: Mostly disagree | 1: Definitely disagree | N/A: Not Applicable | |
|--|-----------------------|-------------------------------|-----------------------|------------------------|-----------------------|-----------------------|
| | | | | | | |
| | 5 | 4 | 3 | 2 | 1 | N/A |
| The learning objectives and marking criteria of this module were made clear to me. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| The module was well organised and ran smoothly. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I found the class sessions or learning activities intellectually stimulating. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| The lecturer/tutor was responsive to my needs. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Academic support facilities (e.g. library, IT, audio/visual) were adequate. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| The module helped me to understand sustainability issues relevant to the subject. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Arrangements for Staff student liaison were effective | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| The online materials stimulated my interest to learn | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Overall, this module was worthwhile to me. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Figure 3e – additional School specific module questions displayed

If the questions need rewording / editing, then this can be performed by clicking the 'Define additional school questions' button again, or if you are happy with the questions, then click 'Exit'. This will return you to the opening screen. See Figure 3a.

At this stage Academics can now launch their module questionnaire(s) via e:Vision. See separate handout called [Module Surveys via e:Vision](#) available on the SAINT Website They can add up to two module specific questions and must select the opening date and closing date of the questionnaire.

The questionnaires are launched automatically from SAINT to students. Students log in to e:Vision and complete the questionnaires. Reminders are automatically sent to students who have not completed their questionnaires by a given date.

Academics and relevant Heads of Department can view the results in e:Vision from the point that the questionnaire opens. In addition to actual results (scores and free-text comments from students), they can see the number of students who have completed and not completed the questionnaire and can promote the questionnaire in their lectures if required.

4. Have Academic staff launched their questionnaires?

Administrative staff can print a report from SAINT at any point to see which staff have completed/not completed their task in e:Vision and how many students have completed/not

completed the questionnaire. The screen to use for this in SAINT is the MAV screen. Retrieve the modules that are of interest to you. So for example, say we want to analyse all 2009/0 Semester 1 Computing modules, the following could be entered into the MAV screen. See Figure 4a:

1 of 0 Module Availability (MAV) Records - Original View

| Module Code | Occ | Year | Period | Status | S | E | PS | SW |
|-------------|-----|--------|--------|--------|---|---|----|----|
| CM.* | A | 2009/0 | SEM1 | | | | | |

Figure 4a – retrieve profile entered on the MAV screen

This will retrieve the relevant records, however, not all modules will have students taking the module, so, the SRL will only produce a row where there are students that need surveying.

Choose All > Gen + Print Letters. The letter code to use is **UB_STATS2**. The report produced looks something like Figure 4b below:

| Module | Module title | Module leader | Occurrence | Year | Period | Start date | End date | Not started | Submitted | Declined | Started | Total Sent | Registered |
|----------|--|-----------------|------------|--------|--------|-------------|-------------|-------------|-----------|----------|---------|------------|------------|
| CM-0107L | Computer Architecture and Systems Software | Dr. [REDACTED] | A | 2009/0 | SEM1 | 25/Apr/2010 | 28/May/2010 | 59 | 24 | 2 | 0 | 85 | 85 |
| CM-0111L | Formal Foundations | Dr. [REDACTED] | A | 2009/0 | SEM1 | 30/Apr/2010 | 21/May/2010 | 56 | 27 | 3 | 1 | 87 | 87 |
| CM-0113L | Developing Professional Skills | Mrs. [REDACTED] | A | 2009/0 | SEM1 | 24/Apr/2010 | 22/May/2010 | 113 | 42 | 4 | 2 | 161 | 161 |
| CM-0116D | Software Development (Part 1) | Dr. [REDACTED] | A | 2009/0 | SEM1 | 08/Dec/2009 | 11/Jan/2010 | 56 | 32 | 0 | 9 | 97 | 97 |
| CM-0123L | Statistics (Discrete and Continuous) | Dr. [REDACTED] | A | 2009/0 | SEM1 | 27/Apr/2010 | 17/May/2010 | 5 | 2 | 0 | 1 | 8 | 8 |
| CM-0125L | Fundamental Mathematics 2 | Dr. [REDACTED] | A | 2009/0 | SEM1 | 27/Apr/2010 | 30/Jun/2010 | 6 | 2 | 0 | 0 | 8 | 8 |
| CM-0202M | Foundations of Human Computer Interaction | Mrs. [REDACTED] | A | 2009/0 | SEM1 | 18/Dec/2009 | 22/Jan/2010 | 118 | 25 | 1 | 8 | 152 | 151 |
| CM-0219M | Network Business | Dr. [REDACTED] | A | 2009/0 | SEM1 | 16/Dec/2009 | 15/Jan/2010 | 4 | 2 | 0 | 0 | 6 | 6 |
| CM-0305L | Information Systems Analysis and Design | Mrs. [REDACTED] | A | 2009/0 | SEM1 | 26/Apr/2010 | 17/May/2010 | 57 | 10 | 0 | 1 | 68 | 68 |
| CM-0307M | Database Systems | Dr. [REDACTED] | A | 2009/0 | SEM1 | | | 0 | 0 | 0 | 0 | 0 | 64 |
| CM-0310L | ICT Group Project | [REDACTED] | A | 2009/0 | SEM1 | 27/Apr/2010 | 28/May/2010 | 33 | 6 | 0 | 0 | 39 | 39 |

Figure 4b – retrieve profile entered on the MAV screen

The report can be used to monitor if Academic staff have set the opening/closing dates of their module questionnaires. So, for example, as can be seen at the last but one row displayed in Figure 4b, there is no 'Start / End date' displayed. If there are any 'blank' MAV rows then the following message will appear. See Figure 4c:

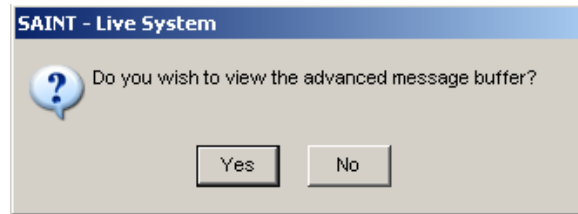


Figure 4c – view advanced message buffer prompt

Clicking 'No' closes the dialogue box; clicking 'Yes' displays the advanced message buffer. This will identify the records that have / have not had rows displayed in the report. See Figure 4d:

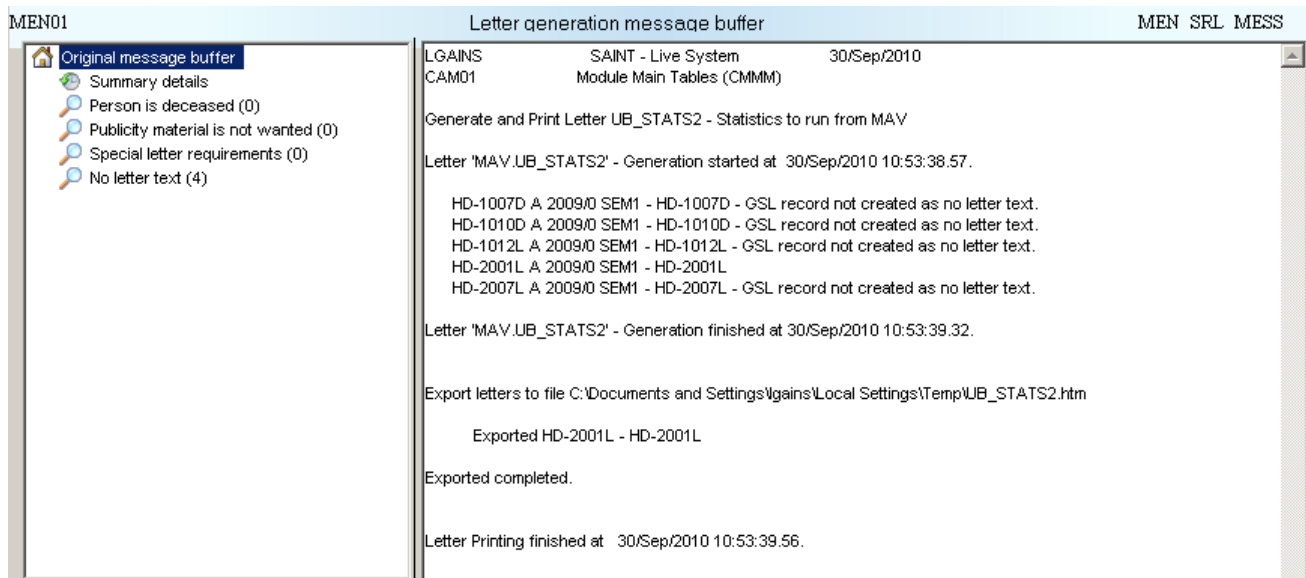


Figure 4d – advanced message buffer displayed

Once the Questionnaires open, the number of students completing the relevant surveys can be monitored.

5. Launching End of Year Questionnaires

For End of Year Questionnaires – any member of the School can see any survey for any Course in all Departments within the member’s School. Therefore, a similar process needs to be completed by the School Administrator to create / edit their School based End of Year additional questions. See Figure 5a:

Questionnaire Manager

| Student Questionnaire Manager |
|---|
| [School Administrator] Define up to 2 additional questions common to all of your School's Module Questionnaires |
| Module Questionnaires |
| [School Administrator] Define questions for my School End of Year Questionnaires |
| End of Year Questionnaires |

Figure 5a – School Administrator links visible

When the link entitled ‘[School Administrator] Define questions for my School End of Year Questionnaires’ is clicked the School Administrator can choose to add up to two School specific questions that will appear on all ‘End of Year’ Questionnaires that are delivered by your School; however, if your School chooses not to add any additional questions, this is fine, provided that the task has been completed. See Figure 5b:

Stage Questionnaire template for School of Life Sciences

The following is the End of Year Questionnaire and shows all questions defined for this school/module. Click on the "Define questions" button to define questions for the relevant section of the questionnaire.

This survey gives you the opportunity to express anonymously your experience on this course. **Your feedback is very important to us** as, along with other information, it will be used to help review and improve the course.
All radio button option questions are mandatory.

Course Questionnaire

| 5: Definitely agree | 4: Mostly agree | 3: Neither agree nor disagree | 2: Mostly disagree | 1: Definitely disagree | N/A: Not Applicable |
|---------------------|-----------------|-------------------------------|--------------------|------------------------|---------------------|
|---------------------|-----------------|-------------------------------|--------------------|------------------------|---------------------|

The teaching on my course

| | 5 | 4 | 3 | 2 | 1 | N/A |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Staff are good at explaining things. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Staff have made the subject interesting. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Figure 5b – questionnaire before additional School questions entered

When the 'Define questions' button is clicked the following screen appears. See Figure 5c:

Additional Questions

| Edit questions for School of Life Sciences | |
|--|----------------------|
| This table contains additional questions. | |
| Now showing records 1 x 2 of 2 | |
| In Use? | Question text |
| <input type="checkbox"/> | <input type="text"/> |
| <input type="checkbox"/> | <input type="text"/> |
| Next | |

Figure 5c – Allows user to edit additional School specific module questions

Two additional School specific End of Year questions may be entered if you choose; ensure you tick the "In Use?" tick box before clicking the 'Next' button. You can skip adding any additional School specific questions by just clicking 'Next' and leaving the above boxes blank. See Figure 5d:

Additional Questions

| Edit questions for School of Life Sciences | |
|--|---|
| This table contains additional questions. | |
| Now showing records 1 x 2 of 2 | |
| In Use? | Question text |
| <input checked="" type="checkbox"/> | Arrangements for Staff student liaison were effective |
| <input checked="" type="checkbox"/> | The online materials stimulated my interest to learn |
| Next | |

Figure 5d – enter up to 2 additional School specific questions

If for example the above additional School specific questions were entered, then they would then be displayed to the School Administrator at the bottom of the School specific End of Year questionnaire. See Figure 5e:

| | | | | | | |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| The online materials stimulated my interest to learn | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Arrangements for Staff student liaison were effective | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Define questions Exit

Figure 5e – additional School specific questions displayed

If the questions need rewording / editing, then this can be performed by clicking the 'Define questions' button again, or if you are happy with the questions, then click 'Exit'. This will return you to the opening screen. See Figure 3a.

6. Launching End of Year Questionnaires from within SAINT

End of Year questionnaires need to be launched 'manually' from SAINT.

Use the SCE or QSU screens to retrieve the relevant students. Care must be taken not to send out this invitation to the incorrect students – so please be sure you have the correct students retrieved. See Figure 6a:

1 of 0 Student Course Enrolment (SCE) records

| | | | | |
|---------------|-----------|--|-------------|-----|
| Academic year | 2009/0 | 2009/2010 | SCE Status | C.* |
| SCE Code | | | Attend Mode | |
| Course | MANUGD3 | UG Degree in School of Management 3 year | Fee status | |
| Yr/Blk/Occ | 1 / 1 / A | | | |
| Programme | | | | |

Figure 6a – sample retrieve profile to enter on QSU screen

Run the SRL called **UB_STGSRVY_E** to launch an email and the relevant questionnaire to the students retrieved in Figure 6a above. See Figure 6b:

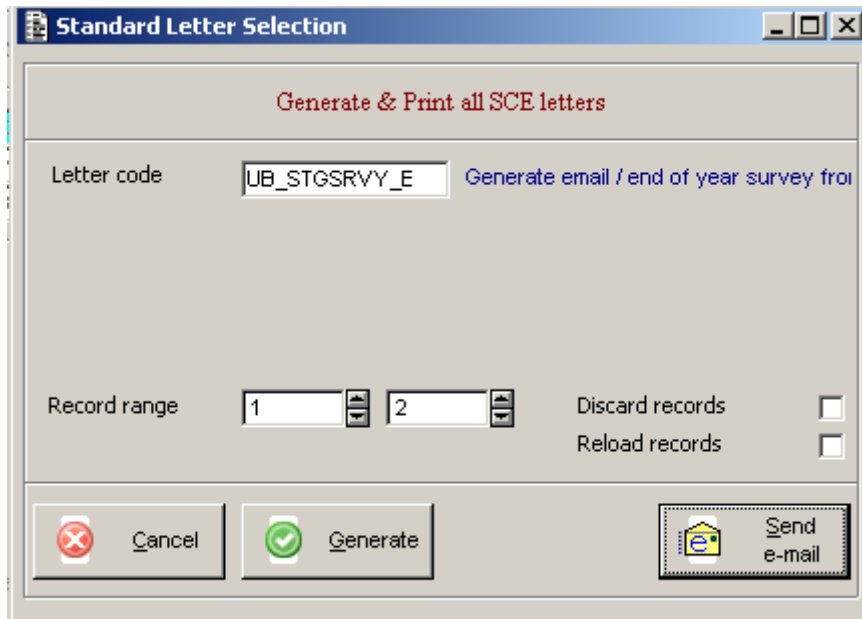


Figure 6b – Generate & Print dialogue screen

When you click the “Send e-mail button” relevant selection criteria are prompted for. See Figure 6c:

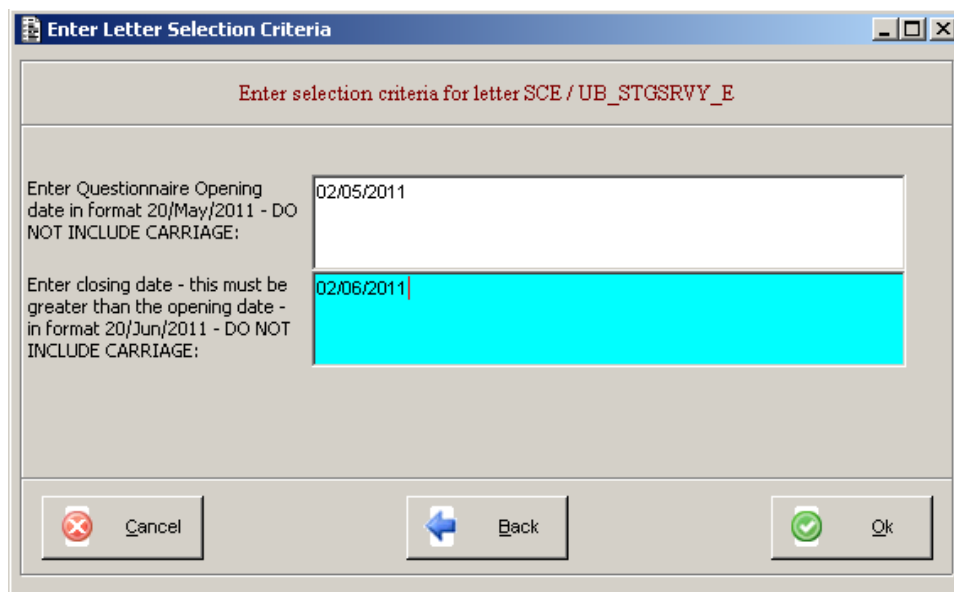


Figure 6c – enter relevant opening / closing dates

If a survey for the current SCE record has not already been launched, then each student retrieved will be sent an email like the one below; when they log into e:Vision, they will see the relevant End of Year questionnaire. A copy of the email is also sent to the sender. The advanced message buffer will display detailing who has been sent the survey.

The email that goes out for this method is displayed below:

UoB End of Year Evaluation Questionnaire - xxxxxxRoute Namexxxxxx

Dear xxxxxxKnownas namexxxxxx,

The University is now using the electronic submission of student questionnaires for modules and courses.

Please follow the link <https://evision.brad.ac.uk> and log into e:Vision using your usual e-mail username and password. The questionnaires should be available via a link on the bottom-right of the screen.

We highly value the feedback provided to us from our students, so these electronic questionnaires will be the main route for us receiving your feedback on your experiences over the past academic year. As with previous versions of such questionnaires, the responses you provide will be anonymous.

End of year evaluation questionnaire for:

School: xxxxxSchoolxxxxx

Department: xxxxxxDepartmentxxxxxx

Course Title: xxxxxxRoute Namexxxxxx

Qualification Aimed for: xxxxxxQualificationxxxxxx

Mode of Attendance: xxxxxxModexxxxx

Year of Study: xxxxxYearxxxxx

Course Start Date: xxxxxxStart Datexxxxxx

Expected Course End Date: xxxxxEnd Datexxxxx

Opening date: xx/xx/2010

Closing date: yy/yy/2010

We thank you in advance for engaging with this exercise.

NB: If you have already launched an end of year evaluation questionnaire to any students – no further evaluation questionnaires will be launched to the same student for the same SCE record.

7. Monitoring returns

To monitor response rates for the relevant end of year evaluation questionnaires you can run an SRL for the relevant courses via the CBO screen. The SRL is called **UB_STG_STATS**.

Retrieve the relevant CBO records and run the SRL. See figure 7a:

The screenshot shows a web interface for Course Block Occurrence (CBO) records. At the top, it displays '1 of 0 Course Block Occurrence (CBO) records' and a 'UDF' button. Below this, there are several input fields: 'SRS Course code' with the value 'CMUGD3', 'Academic year' with '2009/0', 'Cohort code', 'Start period slot', 'Course block', 'Course occurrence', 'Start date', and 'End date'.

Figure 7a – the CBO screen ready to retrieve relevant courses

When you run the SRL called **UB_STG_STATS** the output produced is similar to the following. See figure 7b:

| CourseCode | CourseTitle | Block | Occurrence | Not started | Submitted | Declined | Started | Total Sent |
|------------|--------------------------------------|-------|------------|-------------|-----------|----------|---------|------------|
| CMUGD3 | UG Degree in SCIM (Computing) 3 year | 1 | A | 80 | 18 | 1 | 0 | 99 |
| CMUGD3 | UG Degree in SCIM (Computing) 3 year | 3 | A | 98 | 15 | 1 | 7 | 121 |
| CMUGD3 | UG Degree in SCIM (Computing) 3 year | 2 | A | 55 | 10 | 0 | 0 | 65 |

Figure 7b – output produced from running SRL called **UB_STG_STATS**